



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Assistant Engineer I
Class Code Number	5270

General Statement of Duties

Performs basic engineering functions in the construction and maintenance of City public works projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform basic engineering functions in the construction and maintenance of City public works projects. The work is performed under the supervision and direction of an Associate Engineer, but considerable leeway is granted for the exercise of independent judgement and initiative. A I level incumbent may reasonably expect to be promoted to the II level after successfully completing a probationary period, obtaining and demonstrating the required knowledge, skills, abilities, and experience, and meeting pre-identified criteria for promotion to the higher class. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and in the field, involving exposure to a wide variety of weather, terrain, and safety conditions.

Examples of Essential Work (Illustrative Only)

- Designs and inspects City engineering projects, including performing research, map and field studies, surveys, drafting site plans with specialized computer software, applying engineering principles and practices to specific problems, coordinating construction schedules with other projects and agencies, preparing and reviewing cost estimates, and inspecting construction of projects to ensure compliance with construction documents;

- Reviews building plans prepared by designated others to verify compliance with City sidewalk, public utility, and improvement requirements;
- Reviews and prepares maps, deeds, and legal descriptions, including ensuring that maps are current, performing related research duties, resolving discrepancies in map and deed information, and discerning land-use history from conflicting historical records;
- Provides information to the public regarding Public Works operations and projects, including responding to complaints about utility functions, following-up with solutions, and answering questions in a timely and professional manner;
- Prepares grants and other applications for State and Federal money to benefit public works operations, including preparing maps and plans and coordinating with other agencies when applicable;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Substantial knowledge of all relevant City, County, and State codes, ordinances, laws, and regulations;
- Substantial knowledge of the basic principles and practices of civil engineering;
- Substantial knowledge of department policies, procedures, and programs;
- Substantial knowledge of all relevant construction safety rules and regulations;
- Substantial knowledge of construction methods, materials, and practices;
- Substantial knowledge of advanced mathematics and their application to engineering work;
- Substantial knowledge of surveying principles and practices, environmental issues, and drafting skills;
- Ability to accurately read and interpret project specifications, blueprints, construction plans, and other project documentation;
- Ability to effectively and accurately interpret and enforce all relevant codes, ordinances, laws, and regulations;
- Ability to effectively administer public works contracts and prepare accurate cost estimates;
- Ability to perform effective inspections of City public works projects and recognize and address any compliance issues that may exist;
- Ability to effectively enforce construction site safety rules and regulations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Civil Engineering or related field; and
- Some (one to three years) previous civil engineering work experience.

Required Special Qualifications

- Valid Class C California State Driver's License;
- Engineer-In-Training License issued by the State of California.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment and in the field.